

**SELECTBOARD MEETING
TUESDAY, MAY 21, 2019
SELECTBOARD MEETING ROOM – 7:00 P.M.
AGENDA**

Note: Not all the topics listed in this notice may actually be reached for discussion. In addition, the topics listed are those which the chair reasonably expects will be discussed as of the date of this notice. These meetings may be audio and/or visually recorded

1. CALL TO ORDER
2. APPROVAL OF MINUTES: Draft minutes of May 7, 2019
3. ANNOUNCEMENTS/OPEN FORUM
4. CONSENT AGENDA
 - A. Request for a Multi-Date Beer & Wine License from Trustees of MHC (15 dates)
5. TRI-ANNUAL INTERVIEWS
 - A. Allyson Garcia – Council on Aging, MPIC
 - B. Garth Schwellenbach – Conservation Commission
 - C. Tom Dennis - Conservation Commission
 - D. Karen Buscemim – Council on Aging
6. NEW BUSINESS
 - A. Memorial Day, Flag Day, Brian Willette
7. RESIGNATIONS
 - A. Charles Miles from MPIC
8. OTHER BUSINESS
 - A. FY 20 Rate Changes
 - B. PBE Matrix
 - C. Carry-in Policy
9. TOWN ADMINISTRATORS REPORT
10. CHAIRMAN’S REPORT
11. ADJOURN

**SELECTBOARD MEETING
TUESDAY, MAY 7, 2019
MEETING MINUTES
SELECTBOARD MEETING ROOM – 1 P.M.**

Present were Chair Andrea Miles, Vice Chair Jeff Cyr, Clerk Christopher Geraghty, member Sarah Etelman, member Bruce Forcier, and Town Administrator Michael J. Sullivan.

CALL TO ORDER

Miles called the meeting to order at 7 p.m.

APPROVAL OF MINUTES

Forcier motioned to approve the draft minutes of April 12 and 16. Cyr seconded. All in favor.

ANNOUNCEMENTS

Forcier said the Bike Walk Committee is holding a trek on May 9; Dane Kane & Friends will hold a performance on May 19 at the high school as a fundraiser for the new senior center building; and the Lions Club dog show will be held May 11 at Buttery Brook Park.

CONSENT AGENDA

Forcier motioned to approve the consent agenda which included a request for a One Day Beer & Wine License on May 17 and two requests on May 18 for Willits Hollowell; a request for a One Day Beer & Wine License on May 18 for Elegant Affairs; and a request for a Multi-Date One-Day Beer & Wine License for 16 dates for The Beer Guy. Cyr seconded. All in favor.

Sullivan said if an event for which a One-Day Beer & Wine license is cancelled due to rain, the person who has requested the license must notify the Selectboard office via email within two business days of the permit date in order for a credit to be offered. If the Selectboard Office is not notified within that timeframe, a credit cannot be offered.

RESIGNATIONS

Etelman moved to accept the resignations of Allyson Garcia from the HCoG and Nancy Apple from the SEC.

SUMMER SELECTBOARD SCHEDULE

The Selectboard decided to meet on July 17 and Aug. 20.

PBE MATRIX

Sullivan said the Selectboard usually appoints two members to be tasked with creating the PBE categories. Two members will be appointed at the May 21 meeting.

RAJ LIQUORS / LEENA, INC PUBLIC HEARING

Miles opened the public hearing at 7:11 p.m. Atty Thomas Wilson represented Leena, Inc. (Hadley Mart) and said his client purchased Gagne's Package Store All Alcohol license for \$65,000 with the intent to replace their own Package Store Beer and Wine license. The client feels having the ability to sell all alcohol will enhance the business. They will surrender to the town their Package Store Beer and Wine license upon approval from the ABCC. Miles closed the hearing at 7:14 p.m. Forcier motioned to approve and send on to the ABCC the application to transfer the Package Store All Alcohol license from Raj Liquors to Leena, Inc. Cyr seconded. All in favor.

PROMISE ACT

Etelman said neighboring towns have endorsed the act prompting several South Hadley Selectboard members to consider support. The Promise Act seeks to reform how Massachusetts schools are funded, asking for a more equitable distribution of funds across the state. Etelman motioned to support the Promise Act State Senate Bill 238. Forcier seconded. All in favor. A letter of support will be sent to state representatives.

CARRY-IN POLICY REVIEW

In order to allow the current Carry-In BYOB policy to fit businesses other than restaurants, the Selectboard discussed changes to make its language broader. Members suggested striking any language specially referring to restaurants and adding "venue." At least one person in the organization must be TIPS certified. The venue must provide a business contact information form annually, and reapply for a carry-in permit annually.

TA REPORT

Sullivan said he has a renewed level of confidence the Friends of the South Hadley Dog Park will push forward and see the park comes to fruition. A final design should be submitted by the Selectboard's first meeting in June.

Cyr asked if the town has a better understanding of how the Friends changed its fundraising strategy. Forcier said some people associated with the Friends previously viewed fundraising as a sprint and not a marathon, and said donations will likely increase when construction is underway and visible. Geraghty said whatever the reorganized Friends board changed is showing some benefit as they've raised \$3,000 in the last month.

Cyr said quite a lot of work and effort went into a clean water forum the water districts held to inform residents about water quality, including advertisement to residents through their water bills mailed directly to their homes. However, only 6 or 7 participants attended, which was surprising given how interested in water quality residents had previously been in the last year. "I think the people who were there got a good education of where our water comes from and a primer on lead," said Cyr. Sullivan said the event was well done.

Sullivan said he feels the town is in good shape for the special and annual town meetings taking place tomorrow. He appreciates town meeting members coming informed about the warrant articles.

For the full Town Administrator's Report, see the May 7, 2019 packet.

ADJOURN

Forcier motioned to adjourn. Etelman seconded. All in favor. The meeting adjourned at 7:55 p.m.

RESPECTFULLY SUBMITTED
Kristin Maher
Executive Assistant to Administration



The Commonwealth of Massachusetts

Town of South Hadley



Selectboard
116 Main Street, Room 109

APPLICATION FOR 1 DAY BEER AND WINE - MULTI DATE LICENSE

Application #

TGL-19-36

Date Submitted

5/13/2019

Applicant Name: **Heather Tetrault**

Company:

Applicant Address: **50 College St South Hadley MA 01075**

Applicant Phone: [REDACTED] Applicant Email: [REDACTED]

Dates Applied For: **06/08/2019, 06/10/2019, 06/11/2019, 06/12/2019, 06/13/2019, 06/15/2019, 06/17/2019, 06/18/2019, 06/19/2019, 06/20/2019, 06/22/2019, 06/24/2019, 06/25/2019, 06/26/2019, 06/27/2019**

Hours of Operation: **4pm-12:30am**

Address of Location: **50 COLLEGE ST, Souh Hadley, MA 01075**

Location Description: **Chapin Auditorium, Mary Wolley Hall**

Type of Event: **Social Hour during summer conference afternoon or evening program**

RESTRICTIONS:

- If the event is to be held indoors in a building or structure that is not annually certified as a place of assembly, an inspection may be required by the Town Building Inspector and appropriate District Fire Inspector. The applicant is responsible to schedule the inspections, if necessary.
- Per MGL Chapter 138, Section 12 and 13, alcohol cannot be sold between the hours of 2 a.m. and 8 a.m. Monday-Saturday or between the hours of 1 a.m. and 12 noon on Sunday.

OTHER RESTRICTIONS:

LIABILITY DISCLAIMER:

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgement that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of South Hadley, and the Selectboard, as Local Licensing Authority, shall not be liable to the licensee or others if injury or damage should result from the exercise of the license.

LIQUOR LIABILITY INSURANCE REQUIREMENT

For any event held on town-owned property, liquor liability insurance naming the Town of South Hadley as an additional insured must be obtained prior to the event with a minimum per occurrence amount of \$250,000. A certificate of insurance showing liquor liability insurance coverage must be submitted with this application.

Payment Date	Amount Paid	Payment Type	Payment Number
5/13/2019	\$450.00	Credit Card	XXXX-XXXX-XXXX-[REDACTED]

Online Form Submittal: Application for Appointment to Board, Commission, or Committee

noreply@civicplus.com <noreply@civicplus.com>

Thu, Apr 25, 2019 at 5:54 PM

To: chamlin@southhadleyma.gov, kmaher@southhadleyma.gov, sgmeiner@southhadleyma.gov

Application for Appointment to Board, Commission, or Committee

Step 1

Committees

Before the Selectboard or other appointing authority makes appointments, they would like to know a little about you and why you feel you could contribute to the board or committee. Please take a few minutes and complete the brief expression of interest information below and click submit to send your application for consideration.

Please Note: when submitting online, when you click the "submit" button you are agreeing to read a copy of the Massachusetts General Laws Chapter 268A "Conflict of Interest" provided by the Town Clerk, if appointed, and to the best of your abilities agree to abide by the provisions of the statute. You may receive a phone call to confirm your interest in the appointment.

Choose From the Following Council on Aging, Master Plan Implementation Committee

List your board or committee choices here in the order of preference. If you selected "Other" above, please indicate which board or committee you wish to apply for.

Master Plan implementation committee Council on Aging

Please give any details regarding your interest in this appointment?

I've enjoyed participating in the Master Plan forums and recently met with a member of the committee to learn more about it. I'm drawn to the idea of collaborating to help implement town projects and priorities. In addition I recently met with Leslie Hennessy and discussed the council on aging and various ongoing projects. I'd love to continue that brainstorm on transportation and cross generational events.

Please Provide the Following Information

Name	Allyson Garcia
Email	[REDACTED]
Address1	1 Harvard St.
Address2	Field not completed.
City	South Hadley
State	MA
Zip	01075
Primary Phone	[REDACTED]
Alternate Phone	Field not completed.
Cell Phone:	Field not completed.

General Questions

Are you a registered voter in Yes

the Town of South Hadley?

Are you a Town Meeting Member? Yes

Is any of your immediate family employed by the Town of South Hadley? No

Do you now or have you previously served in Town government? Yes

If yes, please list the board(s), commission(s), or committee(s) on which you serve(d), and the dates of service for each. Town meeting member Volunteer for several town events

What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.) Experienced negotiator and community organizer

Please list any additional information you think may be helpful in reviewing your application. I am very passionate about local government and working collaboratively toward a healthy community. I love living in this town and look forward to volunteering for years to come.

How did you learn of the vacancy you are applying for? Another Resident

If you indicated another resident or other above, please provide the resident's name or provide additional details. Judith Gooch and Pat Greenfield

Upload a Letter of Interest *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

Online Form Submittal: Application for Appointment to Board, Commission, or Committee

noreply@civicplus.com <noreply@civicplus.com>

Wed, Apr 3, 2019 at 8:55 PM

To: chamlin@southhadleyma.gov, kmaher@southhadleyma.gov, sgmeiner@southhadleyma.gov

Application for Appointment to Board, Commission, or Committee

Step 1

Committees

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Choose From the Following Conservation Commission

List your board or committee choices here in the order of preference. If you selected "Other" above, please indicate which board or committee you wish to apply for.

Field not completed.

Please give any details regarding your interest in this appointment?

I'm interested in helping to protect the natural resources we have in South Hadley. I'm an Architect, and have experience in project development and the impacts and potential risks involved, and feel I could use that experience to help the Conservation Commission. Please see the attached letter of interest.

Please Provide the Following Information

Name Garth Schwellenbach

Email

Address1 [19 Ashfield Lane](#)

Address2 *Field not completed.*

City South Hadley

State MA

Zip 01075

Primary Phone

Alternate Phone *Field not completed.*

Cell Phone: *Field not completed.*

General Questions

Are you a registered voter in the Town of South Hadley? Yes

Are you a Town Meeting Member?	No
Is any of your immediate family employed by the Town of South Hadley?	No
Do you now or have you previously served in Town government?	No
What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.)	I am a registered Architect and part owner of a small firm located in Amherst. Having worked on projects that coordinate with Conservation Commissions in other towns around the area, I believe I could provide valuable insight and understanding of the project development process and impacts.
Please list any additional information you think may be helpful in reviewing your application.	I believe the Conservation Commission has a vital mission to protect the future of South Hadley, by working to balance the demands of a growing town with the vital resources within the town.
How did you learn of the vacancy you are applying for?	Another Resident
If you indicated another resident or other above, please provide the resident's name or provide additional details.	William DeLuca, Neva Tolopko
Upload a Letter of Interest	Conservation Commission - Garth Schwellenbach.pdf

Email not displaying correctly? [View it in your browser.](#)

South Hadley Selectboard
Town Hall
116 Main Street
Room 109
South Hadley ,MA 01075

April 3rd, 2019

Re: Conservation Commission

Dear Selectboard Members,

I'm writing to express my interest in joining the the South Hadley Conservation Commission. My understanding is that a non-voting seat will be open in the near future, and will be filled by appointment.

I have lived in South Hadley for almost four years, having moved here from Granby in 2015. I am an Architect, and part owner of a small architecture firm located in Amherst. Prior to moving to the Pioneer Valley in 2010 with my wife Liz and now 10 year old son Oscar, we lived in Maine, North Carolina, and Utah.

My interest in joining the Conservation Commission is driven by my interest in helping to preserve and protect the vital and abundant resources of South Hadley, as well as playing a more active role in town civics. We are fortunate to have a vast amount of open space, clean water, and beautiful landscapes intertwined with our neighborhoods and commercial districts, and these connections are vital to the wellbeing of our town. As an Architect I believe I can offer valuable experience and understanding of the development and construction processes, including the associated risks and benefits that can have long term impact on the town.

I look forward to meeting with the board, and answer any questions you may have.

Sincerely,

A handwritten signature in blue ink, appearing to read "Garth Schwellenbach", with a long horizontal flourish extending to the right.

Garth Schwellenbach
19 Ashfield Lane
South Hadley, MA 01075

Online Form Submittal: Application for Appointment to Board, Commission, or Committee

noreply@civicplus.com <noreply@civicplus.com>

Tue, Apr 2, 2019 at 11:28 AM

To: chamlin@southhadleyma.gov, kmaher@southhadleyma.gov, sgmeiner@southhadleyma.gov

Application for Appointment to Board, Commission, or Committee

Step 1

Committees

Before the Selectboard or other appointing authority makes appointments, they would like to know a little about you and why you feel you could contribute to the board or committee. Please take a few minutes and complete the brief expression of interest information below and click submit to send your application for consideration.

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Choose From the Following Conservation Commission

List your board or committee choices here in the order of preference. If you selected "Other" above, please indicate which board or committee you wish to apply for.

Please give any details regarding your interest in this appointment? I have a strong interest in the purpose of the Commission as expresses in the Wetlands Protection Bylaw (§ 240-1).

Please Provide the Following Information

Name Tom Dennis

Email

Address1 11 Buttonfield Lane

Address2 Field not completed.

City South Hadley

State MA

Zip 01075

Primary Phone

Alternate Phone Field not completed.

Cell Phone: Field not completed.

General Questions

Are you a registered voter in the Town of South Hadley? Yes

Are you a Town Meeting Member? No

Is any of your immediate family employed by the Town of South Hadley?	No
Do you now or have you previously served in Town government?	No
What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.)	See letter of interest
Please list any additional information you think may be helpful in reviewing your application.	See letter of interest
How did you learn of the vacancy you are applying for?	Town Website, Another Resident
If you indicated another resident or other above, please provide the resident's name or provide additional details.	Robert Pleasure
Upload a Letter of Interest	20190402-LetterOfInterest.pdf

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2019 April 2

Letter of interest for Appointment to Conservation Commission
Town of South Hadley, Massachusetts

To whom it may concern:

I have lived in South Hadley since 1970, when I move here to take a position teaching astronomy at Mount Holyoke.

We built a house on Buttonfield Lane in 1976, and throughout the intervening decades I have used the adjacent wetlands for exercise and recreation. During the most recent of these decades, since my retirement from the College, I have been establishing native plants on our 1.25 acres. This boots- and hands-on experience sparks and informs my interest in the Town's extensive wetlands, which I consider to be one of its greatest assets.

I am also impressed by the Black Stevens Conservation area as a resource for the Town's school system. Although I don't have specific ideas at the present time, I feel that serving on the Commission might lead to some opportunity to help develop the Town's use of this lovely parcel.

I view my potential service on the Conservation Commission as an opportunity to participate in the preservation of the Town's wetlands and conservation lands, both as regards the ecosystem services provided, and as a resource for townspeople who enjoy and benefit from its recreational, educational and aesthetic opportunities.

Tom R. Dennis
Professor Emeritus, Mount Holyoke College
11 Buttonfield Lane
South Hadley MA 01075



Online Form Submittal: Application for Appointment to Board, Commission, or Committee

noreply@civicplus.com <noreply@civicplus.com>

Wed, May 1, 2019 at 11:40 AM

To: chamlin@southhadleyma.gov, kmaher@southhadleyma.gov, sgmeiner@southhadleyma.gov

Application for Appointment to Board, Commission, or Committee

Step 1

Committees

Before the Selectboard or other appointing authority makes appointments, they would like to know a little about you and why you feel you could contribute to the board or committee. Please take a few minutes and complete the brief expression of interest information below and click submit to send your application for consideration.

Please Note: when submitting online, when you click the "submit" button you are agreeing to read a copy of the Massachusetts General Laws Chapter 268A "Conflict of Interest" provided by the Town Clerk, if appointed, and to the best of your abilities agree to abide by the provisions of the statute. You may receive a phone call to confirm your interest in the appointment.

Choose From the Following Council on Aging

List your board or committee choices here in the order of preference. If you selected "Other" above, please indicate which board or committee you wish to apply for. *Field not completed.*

Please give any details regarding your interest in this appointment? Would like to offer support and take an active role with the SH COA BOD.

Please Provide the Following Information

Name Karen

Email [REDACTED]

Address1 [53 Woodbridge Street](#)

Address2 *Field not completed.*

City South Hadley

State Massachusetts

Zip 01075

Primary Phone [REDACTED]

Alternate Phone [REDACTED]

Cell Phone: [REDACTED]

General Questions

Are you a registered voter in the Town of South Hadley? Yes

Are you a Town Meeting Member? No

Is any of your immediate family employed by the Town of South Hadley?	No
Do you now or have you previously served in Town government?	No
What skills and experience do you have? (Knowledge, other volunteer experience, employment experience, etc.)	BOD- Alzheimer's Association BOD- Harmony House, Inc. NP-35 yrs, Geriatrics & Psychiatry
Please list any additional information you think may be helpful in reviewing your application.	<i>Field not completed.</i>
How did you learn of the vacancy you are applying for?	Newspaper, Town Website
If you indicated another resident or other above, please provide the resident's name or provide additional details.	53 Woodbridge Street
Upload a Letter of Interest	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

Fwd: Resignation from MPIC

Charles Miles

To: Kristin Maher <kmaher@southhadleyma.gov>, Mike Sullivan <msullivan@southhadleyma.gov>
Cc: Andrea Miles <amiles@southhadleyma.gov>

Tue, May 7, 2019 at 1:37 PM

Begin forwarded message:

From: Charles Miles
Subject: Resignation from MPIC
Date: May 7, 2019 at 1:36:34 PM EDT
To: Judith Gooch
Cc: Ann Eaton, Margaret Jodoin, Keith Paul, Nate Therien , Michelle Wolfe

Dear Judy,

I want to thank you so much for the opportunity to serve on MPIC for the last year. I've been repeatedly impressed with your ability to wrangle a diverse group of people into a tightly functioning team, and I only wish I'd been able to contribute more during my brief time with the committee.

However, as I suspected would be the case, my role with the School Committee is going to be quite demanding in the coming months, and it's important to me to be able to give one-hundred percent in that role. I don't think I'll be able to be effective with MPIC given the limited amount of bandwidth I will have. Therefore, I must offer my resignation.

Thank you again so much, it was a genuine pleasure to work with you and the rest of the committee.

Best regards,

Charles Miles

JIM REIDY, DPW Superintendent

MEMORANDUM

To: Mike Sullivan, Town Administrator
From: Jim Reidy, DPW Superintendent
RE: FY 2020 Rate Questions
Date: 5/16/19



Here are the questions I received concerning the proposed Sewer/Trash Fee rate increases and my answers.

Sewer Fee

1. Is it possible for the board to get a 3-5 year list of capital improvements for all aspects of the sewer system?

Answer: Here are the sewer capital projects I would like to complete over the next 3 fiscal years. These numbers are very rough at this time. We are in the process of obtaining more accurate numbers.

FY21	\$350,000	Replace 1,000' of sewer at Mount Holyoke College Boathouse to Park Street; 500' at Route 202 Rotary; 1,000' of the Judd Brook Interceptor
	\$150,000	Replace Roofs at Main St Pump Station, RAS, Grit Building
FY22	\$400,000	Replace Treatment Plant Generator
	\$55,000	Replace Pickup and Plow
FY23	\$500,000	Replace Clay Sewers (TBD)

2. The debt schedule outlines uniform interest and principal payments each year moving forward. Is this correct?

Answer: The projected debt numbers were incorrect. Attached is a corrected spreadsheet. Loan CW0526 will be paid off in FY27 and loan CW06-24 will be paid off in FY28. Bill Sutton and I went over the whole sheet again and made a couple of other corrections. Even though the new numbers are rosier than originally projected, I still feel we need the \$15 rate increase.

3. I noticed the capital expenditures have fluctuated over the history you provided. With the proposed \$500,000 capital plan will that be used every year towards preventative capital replacements, a line item for repairing failures as they occur or a combination of both?

Answer: Please see the answer for question 2. We know what projects we want to do in FY21 and FY22. The scope of the \$500,000 Sewer Project in FY23 will be to replace clay sewer lines. I think it is important for us to start systematically replacing our old clay sewers. Over the next year or so, we will continue to evaluate our clay sewer lines and choose the best candidates for replacement.

4. Also, in the history it shows a decrease each year in EDUs. Do you know why this is? If we are averaging 10 new connections each year I would think the number would increase rather than decrease.

Answer: The decrease is due to the closure of the Granby Landfill and PressTek (a business that used to be on New Ludlow Road). The EDUs for commercial accounts are based on water usage and both of these entities used to consume/discharge large amounts of water. Hence, they used to pay substantial sewer bills. Their water usage decreased over the past couple of years as they phased out their operations. We are now at the point where they are completely closed so we have reached a relatively steady state. For this reason, the EDUs projected going forward are a conservative 7,990 EDUs.

Trash Fee

1. Is it possible to get a revenue vs. expenses summary sheet?

Answer: Please see attached memo dated 5/3/19.

2. Our recycling revenue has been declining at a rate that indicates we might have to start paying to dispose of recycled materials. Does the proposed increase cover that if it becomes reality?

Answer: The recycling markets are certainly not what they used to be. There is a very real chance we will be paying for the disposal of our recyclables after our agreement with the Springfield Materials Recycling Facility expires on June 30, 2020. I am thinking the worst case scenario is an additional expense of \$60,000. This is not covered in the currently proposed rate increase. So if this worst case scenario becomes a reality, one way to fund the \$60,000 of new expense would be through another \$10 increase in the flat fee.

3. Also, I notice green bags are being brought to the station as well. Is there an additional charge to dispose of those presently or in the future?

Answer: There is not at this time, but I think it should be considered in the future. The green bags that are picked up at curbside are brought to the McNamara Transfer Station in Springfield. The bags that are dropped off at our Transfer Station are hauled to the Holyoke Transfer Station by DPW employees. It costs the Town more to dispose of these bags due to our transportation costs and the higher per ton disposal cost.

4. Is there any capital associated with the solid waste operation?

Answer: There is a limited number of capital items associated with our solid waste operations. The two largest items are our roll-off truck and a 1 ton pickup truck. At this time, I am thinking we will need to refurbish the roll-off truck in 3 years at a cost of about \$50,000.

5. As you mentioned, the value of recyclables has been decreasing. If we do end up in a position where we have to pay for the disposal of recyclables what would the cost be? Would the proposed increase cover that cost?

Answer: Please see Answer #2.

6. What is the structure of our contract with the vendor that does our street pick up for trash and recycling? Do we have a flat rate or is it based on weight? Have we tried to negotiate with the vendor we use on the increased price we see each year or looked at the cost if we were to go to different companies? I know solid waste collection is exempt from ch 30b procurement laws, so I was asking to see what measures we have taken to ensure we are getting competitive pricing.

Answer: The curbside collection contract is based on the estimated number of households in South Hadley. We solicited bids for these services last year and received four responses. Republic was easily the lowest – beating the second best bid from Waste Management by about \$145,000 (and about \$45,000 less than what we paid Republic in the previous year).

7. From fy18-fy19 there was a large increase in supplies. Why was this and will this continue going forward or was it a one year increase? I did notice you have it remaining at the increased cost in your projection.

Answer: The reason it looks like an increase is because we have historically paid for our annual \$70,000 order of green bags through encumbrances. We usually order

our green bags late in the fiscal year. It takes the manufacturer a fair amount of time to make the bags so we have had to encumber the money for the purchase (please see the approximate \$100k encumbrances in FY16 and FY17). This fiscal year, we failed to make the encumbrance and we had to pay for the bags in this year's budget. For this reason, our spending this year will be very close to this year's solid waste operating budget of \$1,014,840 and we will not have any encumbrances at the end of this fiscal year.

I hope I have adequately answered your questions. If I can provide further clarification, please do not hesitate to contact me.

SEWER DEPARTMENT BUDGET PROJECTIONS

5/17/2019

SURPLUS	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
Surplus Start of FY:	1,183,205	1,517,601	1,931,042	1,303,266	1,380,759	1,001,492	897,394	745,757	572,306	343,366	44,214
OPERATIONAL EXPENSES											
OPERATING BUDGET	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
WWTP P/S (Assume 2% Increase/Yr)	388,955	394,653	411,204	451,237	455,749	464,864	474,162	483,645	493,318	503,184	513,248
WWTP Services (Assume 1% Increase/Yr)	441,672	491,151	517,952	612,000	618,120	624,301	630,544	636,850	643,218	649,650	656,147
WWTP Supplies (Assume 1% Increase/Yr)	116,778	152,489	125,606	111,300	112,413	113,537	114,673	115,819	116,977	118,147	119,329
WWTP Other Exps (Assume 1% Increase/Yr)	1,062	0	186	30,000	30,300	30,603	30,909	31,218	31,530	31,846	32,164
SEWER Services (Assume 1% Increase/Yr)	52,783	37,193	32,472	41,000	41,410	41,824	42,242	42,665	43,091	43,522	43,958
SEWER Supplies (Assume 1% Increase/Yr)	1,088	20,494	20,391	16,400	16,564	16,730	16,897	17,066	17,237	17,409	17,583
SEWER Misc (Assume 1% Increase/Yr)	0	0	0	0	0	0	0	0	0	0	0
Encumbrances (entered in year encumbered)	19,861	75,856	100,893		0	0	0	0	0	0	0
Unspent Encumb. (entered in yr turned back)	-191	-480	-2,118		0	0	0	0	0	0	0
Legal Fees/Town Treasurer Exps 5/08 STM											
TOTAL OPERATING BUDGET	1,022,008	1,171,356	1,206,586	1,261,937	1,274,556	1,291,859	1,309,427	1,327,263	1,345,372	1,363,759	1,382,428
INDIRECT EXPENSES	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
Administrative Services (Assume 3% Inc/Yr)	52,478	58,197	62,457	56,373	58,064	59,806	61,600	63,448	65,352	67,312	69,332
Retirement (Assume 8% Inc/Yr)	135,200	144,456	125,435	123,382	133,253	143,913	155,426	167,860	181,289	195,792	211,455
Health & Life Ins, FICA (Assume 8% Inc/Yr)	104,107	114,917	99,649	110,529	119,371	128,921	139,235	150,373	162,403	175,396	189,427
Liability & Other Ins, Misc(Assume 8% Inc/Yr)	40,002	41,843	50,965	44,240	47,779	51,602	55,730	60,188	65,003	70,203	75,820
Allocation of Salaries Budgeted in G/F	84,863	86,609	85,940	89,481	91,271	93,096	94,958	96,857	98,794	100,770	102,786
STM Voted amount (Prop Ins & Unemployment)		21,000									
TOTAL INDIRECT EXPENSES	416,650	467,022	424,446	424,005	358,467	384,241	411,990	441,870	474,047	508,703	546,034
DEBT SERVICE	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26
Sewer New CW0526 Principal	206,184	210,350	214,599	218,935	223,357	227,870	232,473	237,170	241,961	246,849	251,836
Sewer New CW0526 Interest	53,308	49,143	44,894	40,558	36,135	31,623	27,020	22,323	17,532	12,644	7,657
WWTP New 97-54 Principal	33,101	34,158	34,424	35,746							
WWTP New 97-54 Interest	1,571	622	0	0							
Abatement Trust 98-128 Principal	46,529	46,387	50,412	49,480	48,726						
Abatement Trust 98-128 Interest	3,871	2,260	815	0	0						
CW06-24 Principal	64,346	65,646	66,972	68,325	69,705	71,114	72,550	74,015	75,511	77,036	78,592
CW06-24 Interest	18,273	16,972	15,646	14,294	12,913	11,505	10,069	8,603	7,107	5,582	4,026
CW06-24 Admin Fee											
CW06-24 Loan Origination Fee											
Sewer Note 3rd Renewal \$6.5 Principal	35,000										
Sewer Note 3rd Renewal \$6.5 Interest	1,313										
CW06-24-B											
Sewer I & I Principal	30,000	30,000	30,000	30,000	30,000	30,000	30,000				
Sewer I & I Interest	6,300	5,550	4,500	3,300	2,250	1,350	450				
TOTAL DEBT SERVICE	498,286	461,088	462,262	460,638	423,086	373,462	372,562	342,111	342,111	342,111	342,111
TOTAL OPERATIONAL EXPENSES	1,936,944	2,099,466	2,093,294	2,146,580	2,056,110	2,049,563	2,093,979	2,111,243	2,161,529	2,214,573	2,270,573

JIM REIDY, DPW Superintendent

MEMORANDUM

To: Mike Sullivan, Town Administrator
 From: Jim Reidy, DPW Superintendent
 RE: FY 2020 Trash Fee Increase
 Date: 5/3/19



Here is some additional background on the proposed Trash Fee increase. Our current, approximate solid waste annual expenses are as follows:

Wages	\$ 95,000
Administrative/Utilities	\$ 12,000
Repairs/Maintenance/Fuel	\$ 22,000
Yard Waste Grinding/Screening	\$ 35,000
Disposal Fee – Recycling Center	\$ 70,000
Green Bags	\$ 70,000
Disposal Fee – Green Bags	\$ 200,000
Garbage Removal Contract	\$ 505,000
Indirect Costs (Insurance, Admin)	<u>\$ 132,000</u>
Total Annual Expenses:	\$ 1,141,000

Of the expenses above, I believe the ones that should be funded by the bag fees are the actual cost of the bags to the Town (\$70,000) and the cost of the disposal of the trash in the bags (\$200,000) – a total of \$270,000. Here is a summary of our annual revenues.

Flat Fee	\$ 420,000
Bag Fees	\$ 510,000
Recycling Center Fees	\$ 100,000
MRF Revenue	<u>\$ 12,000</u>
Total Annual Revenue:	\$1,042,000

As you can see, our current \$510,000 of bag fees more than covers the \$270,000 of expenses relating to the cost of the bags / disposal of the trash in the bags. For this reason, I feel any additional revenue needed at this time should be generated by increasing the flat fee.

Thank you for your attention to this matter.

License Type	South Hadley	Holyoke	Hadley	Amherst	Ludlow	Wilbraham	Chicopee	Belchertown	Easthampton	Agawam	Longmeadow	Westfield	Proposed South Hadley
ALCOHOL													
All Alcoholic Club	\$800	\$675	\$1,500	\$1,500	\$800		\$1,020	\$600		\$700	\$2,200	\$2,000	\$1,000
All Alcoholic Package Store	\$1,000	\$1,100	\$1,900	\$2,000	\$1,200		\$1,200	\$950	\$1,313	\$1,200	\$2,200	\$2,000	\$1,200
All Alcoholic Restaurant	\$1,500	\$1,000	\$3,500	\$3,500	\$1,300		\$1,300	\$950	\$1,313	\$1,500	\$2,200	\$2,000	\$1,500
Farmer Series Pouring Permit – Malt Beverages	\$800						\$700					Call	\$800
Wine and Malt Beverages Restaurant/General On Premises	\$800		\$1,900	\$1,000	\$800		\$715	\$600	\$875	\$700		\$1,500	\$1,000
Wines and Malt Package Goods Store	\$800	\$675	\$1,900	\$1,500	\$800		\$750	\$600	\$875	\$700		\$1,500	\$1,000
Wine and Malt Beverages – Special – Section 14 (MHC)	\$200					\$45							\$200
Seasonal All Alcohol	\$700	\$675										\$2,000	\$700
Seasonal Wine/Malt		\$475		\$700								\$1,000	
One-Day Beer and Wine / All Alcohol	\$30/\$50	\$30	\$20/\$35 Non Prof \$350 For Prof	\$100	\$50		\$60 / \$120		\$50 Non Prof \$75 Prof	\$100	\$50	\$100 (If non prof waive fee)	\$40/\$65
ENTERTAINMENT													
Automatic Amusement Device	\$50	\$75		\$100	\$100		\$100	\$40 weekday \$10 Sunday	\$75	\$50		\$100	\$75
Common Victualler	\$30	\$25	\$100	\$50	\$30	\$25	\$45	\$25			\$100	\$100	\$50
Entertainment	\$30	\$100	\$100		\$50	\$100 per yr \$25 event \$50	\$130	\$40 weekday \$10 Sunday	\$100		\$100	100 (Encompasses juke)	\$50
Juke Box	\$50												\$50
Theater	\$25		\$100/\$500										\$50
Sunday Entertainment – Live Entertainment	\$85		\$100		\$50	\$100	\$70						\$85
MOTOR VEHICLES													
Junk Dealer	\$10			\$75 *								\$50 app fee. Aproved its \$25	\$75
Junk Collector	\$10											\$25	\$75
Livery	\$25 per biz \$5 per vehicle			\$25								\$20 per vehicle - taxi and limo	\$25 per entity \$5 per vehicle
Class 1		\$100	\$200	\$100	\$100	\$100		\$100	\$100			\$200	N/A
Used Car Dealer – Class II	\$100	\$100	\$200	\$100	\$100			\$100	\$100			\$200	\$150
HAWKER PEDDLAR													
Hawker Peddlar	\$50		\$100	\$62							\$50	Through PD, min of \$100	\$100

PERMIT FEES CHART - COMMERCIAL

New Construction; Additions, Renovations and Alterations; Detached Accessory Buildings and Structures

City/Town	New Construction		Additions/Alterations		Detached Accessory		(+/-) S. Hadley
	Per SF or \$1000	Min.	Per SF or \$1000	Min.	Per SF or \$1000	Min.	
Agawam	.45	\$400	.40	\$200	.40	\$100	
Amherst	.65	none	\$10 per \$1000 + \$30		\$30 + .25 per SF over 100 SF	\$30	
Belchertown	.50	none	\$50 + \$5 per \$1,000 of cost	\$250	.50	none	
Chicopee	\$20 + .50 per SF	\$520	\$20 + .50 per SF	\$320	\$20 + .50 per SF	\$520	
E. Longmeadow	.40	\$100	\$5 per \$1000	\$100	.25	\$50	
Easthampton	\$10 per \$1,000	\$50	\$10 per \$1,000	\$50	\$10 per \$1,000	\$50	
Granby	\$10 per \$1,000	\$500	\$10 per \$1,000	Additions: \$300 Renovations: \$150	\$10 per \$1,000	\$500	
Greenfield	\$10 per \$1,000	\$75	\$10 per \$1,000	\$45	\$10 per \$1,000	\$75	
Hadley	.70	\$50	.70 per SF	\$50	.70 per SF	\$50	
Hatfield	.75	\$100	\$100 + \$30 per \$1,000 of cost	\$100	.75 per SF	\$150	
Holyoke	Bus. .50 SF	\$200	Bus. .40 SF	\$100	Bus. .50 SF	\$200	
	R-2 .40 SF		R-2 .30 SF		R-2 .40 SF		
	S use .30 SF		S use .20 SF		S use .30 SF		
Longmeadow	.55	\$650	Up to 5,000 SF: \$75	\$75	\$75 + .20 SF over 500 SF	\$75	
			Over 5,000 SF: \$150	\$150			
			Over 35,000 SF: \$455	\$455			
			Over 100,000 SF: \$650 + \$10/\$1000 thereafter	\$650			
Ludlow	\$11 per \$1,000	\$500	\$11 per \$1,000	\$400	\$11 per \$1,000	\$150	
Northampton	.60	none	\$7 per \$1,000	\$100	.20 SF	\$35	
Palmer	.40	\$500	.30	\$300	.40	\$200	
South Hadley	\$100 + \$8 per \$1,000 of cost	\$108	Additions: \$100 + .40 SF	\$100	\$75	\$75	
			Alterations: \$100 + .20 SF	\$100			
Southampton	\$100 + \$10 per \$1,000 of cost	\$100	\$150 + \$10 per \$1,000 of cost	\$150	\$100 + \$10 per \$1,000 of cost	\$100	
Springfield	\$100 + \$12 per \$1,000 of cost	\$112	\$110 + .55 SF	\$110	\$100 + \$12 per \$1,000 of cost	\$112	
West Springfield	.45	\$400	.40	\$200	.40	\$100	
Westhampton	\$100 + \$10 per \$1,000 of cost	\$100	\$150 + \$10 per \$1,000 of cost	\$150	\$100 + \$10 per \$1,000 of cost	\$100	

RESIDENTIAL 1- 2-FAMILY DWELLINGS - PERMIT FEES CHART – Part 1

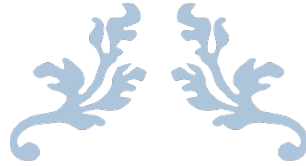
New Construction; Additions, Renovations and Alterations; Detached Accessory Buildings and Structures

City/Town		New Construction		Additions/Alterations		Detached Accessory		
		Per SF or \$1000	Min.	Per SF or \$1000	Min.	Per SF or \$1000	Min.	(+/-) S. Hadley
Agawam		.45	\$225	.30	\$100	.30	\$50	
Amherst	Fin.	.55 per SF	\$275	10 per \$1000 + \$30		.25 per SF	\$30	
	Unfin.	.35 per SF	N/A					
Belchertown								
Chicopee: Cost per SF (excluding un- finished basements)		Up to and including 1,000 SF			\$320	Cost per valuation of work per Part 2 Chart	\$45	
		1,001 SF to and including 2,000 SF			\$420			
		2,001 SF and over			\$520			
E. Longmeadow								
Easthampton		\$7 per \$1,000	\$35	\$7 per \$1,000	\$35	\$7 per \$1,000	\$35	
Granby		\$7 per \$1,000	\$500	\$7 per \$1,000	\$200	\$7 per \$1,000	\$75	
Greenfield		.50 per SF	\$40	\$40 + \$10 per \$1,000 of cost	\$50	\$30 + \$10 per \$1,000 of cost	\$40	
Hadley		.35 per SF	\$50	.35 per SF	\$50	.25 per SF	\$50	
Hatfield		.60 per SF	\$300	\$50 + \$10 per \$1,000 of cost	\$60	\$35 + .30 per SF	\$90	
Holyoke		.45 per SF	\$100	\$75 + .20 per SF	\$75	\$75 + .20 per SF	\$115	
Longmeadow								
Ludlow		\$9 per \$1,000	\$500	\$9 per \$1,000	\$200	.50 SF	\$175	
Northampton		.50 SF	\$200	\$6.50 per \$1,000	\$65	.20 SF	\$35	
Palmer								
South Hadley		\$100 + \$8 per \$1,000 of cost	\$108	Additions: \$100 + .40 SF		\$75	\$75	
				Alterations: \$100 + .20 SF				
Southampton		.50 SF	\$50	\$40 + \$10 per \$1,000 cost	\$50	\$40 + \$10 per \$1,000 cost	\$50	
Springfield								
West Springfield								
Westhampton								

	Marriage Intentions	Vital Records	SL Current Street List	Raffle Permit	Tag Sale	Business Certificates	Business Certificates Change or Discontinuance	Dog Spayed/Neutered	Dog Unspayed/Unneutered	Dog Late Fee	Kennel less than 4	Kennel 5-10	Kennel 10+
South Hadley	\$25.00	\$10.00	\$20.00	\$20.00	\$10.00	\$40.00	\$10.00	\$10.00	\$15.00	\$15.00	\$50.00	\$100.00	\$150.00
Agawam	\$30.00	\$10.00	\$20.00	\$20.00	NO FEE	\$20.00	\$10.00	\$10.00	\$25.00	\$10.00	see notes		
Amherst	\$40.00	\$10.00	\$10.00	\$20.00	NO FEE	\$60.00	\$20.00	\$5.00	\$15.00	\$30.00	see notes		
Belchertown	\$40.00	\$10.00	\$20.00	\$15.00	NO FEE	\$40.00	none	\$8.00	\$15.00	See Notes		\$100 for commerical	
Chicopee	\$25.00	\$10.00	\$50.00	\$20.00	NO FEE	\$25.00	\$7.50	\$5.00	\$25.00	\$5.00/mont	\$50.00	\$75.00	\$100.00
Deerfield	\$20.00	\$10.00	\$10.00	\$20.00	\$5.00	\$20.00	\$10.00	\$5.00	\$10.00	\$50.00	\$30.00	\$40.00	\$50.00
E. Longmeadow	\$40.00	\$10.00	\$8.00	\$10.00	NO FEE	\$30.00	\$20.00	\$10.00	\$20.00	\$25.00	\$30.00	\$60.00	\$100.00
Easthampton	\$40.00	\$10.00	\$20.00	\$10.00	\$5.00	\$40.00	\$15.00	\$10.00	\$15.00	No late fee	\$50.00	\$75.00	\$125.00
Granby	\$20.00	\$6.00	\$12.00	\$20.00	NO FEE	\$20.00	\$10.00	\$6.00	\$15.00	\$25.00	\$50.00		
Greenfield	\$25.00	\$10.00	\$15.00	\$25.00	NO FEE	\$25.00	\$10.00	\$10.00	\$15.00	\$25.00	\$40.00	\$75.00	\$100.00
Hadley	\$25.00	\$10.00	\$10.00	\$10.00	NO FEE	\$40.00	\$15.00	\$5.00	\$10.00	\$20.00	\$10.00	\$25.00	
Holyoke	\$25.00	\$10.00	\$30.00	\$10.00	\$5.00	\$40.00	\$5.00	\$5.00	\$15.00	\$25.00	\$25.00	\$40.00	\$60.00
Longmeadow	\$35.00	\$10.00	\$15.00	\$20.00	\$5.00	\$40.00	free/ \$5.00	\$10.00	\$20.00	\$30.00			
Ludlow	\$15.00	\$10.00	\$10.00	\$10.00	NO FEE	\$25.00	\$15.00	\$15.00	\$20.00	\$10.00	\$80.00	\$120.00	\$150.00
Northampton	\$40.00	\$15.00	no fee	\$10.00	NO FEE	\$50.00	\$10.00	\$5.00	\$15.00	\$5.00/mont	\$75.00	\$150.00	\$250.00
Southwick	\$20.00	\$8.00	\$10.00	\$10.00	\$5.00	\$25.00	\$5.00	\$10.00	\$25.00	\$15.00		\$50.00	\$150.00
W. Springfield	\$30.00	\$10.00	\$25.00	\$10.00	\$10.00	\$40.00	\$15.00	\$6.00	\$15.00	\$25.00	see notes		
Ware	\$25.00	\$8.00	\$10.00	\$15.00	NO FEE	\$40.00	\$10.00	\$8.00	\$10.00	\$15.00	\$25.00	8+ dogs \$50	
Westfield	\$25.00	\$10.00	\$20.00	\$20.00	\$10.00	\$25.00		\$15.00	\$30.00	\$15.00	see notes		
Wilbraham	\$30.00	\$10.00	\$15.00	\$20.00	NO FEE	\$40.00	\$20.00	\$10.00	\$20.00	See Notes			

Gas Permits \$25, \$50, \$100 & \$200

5k, 5k - 10k, 10k - 30k & 30k+



SOUTH HADLEY PBE FY 19



To all,

It is that time of year again to start the PBE process. Truthfully, it never really ends. The categories will remain the same as FY 18. As a manager you should have 5 or 6 objectives in each category for your PBE. If you have a task that is complex and will take a maximum or very significant effort you may consider placing it in multiple appropriate categories. The objectives should be reasonably attainable, but not “easy” to reach. The degree of difficulty can effect a raw score.

Your employees should also be offered an opportunity to participate, if they do not wish to please record that position via email from the employee. All employees may receive between 0% to 1.5% merit increases based on the success of your evaluation. The intent is to help you and your employees aware of the mission of your department and our collective service to South Hadley.

I would like to start meeting mid-October for you PBE, send me some dates and times which work for you.

Staff employees should have 2 or 3 objectives in each category. Managers should meet individually no less than two times in relationship to this process, more if possible!

Let me know if you have any questions, I appreciate your work and participation.

Mike

SEPTEMBER 12, 2018

Major Goals of the South Hadley XXXX Department, (Name of individual)

Fiscal Year '19

1. Communication/Community relations

- (first objectives)
- (second objective)

Rating:

5 [Always exceeds goals] 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets] 1 [Rarely meets]

Comments:

2. Organizational structure

- (first objectives)
- (second objective)

Rating:

5 [Always exceeds goals] 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets] 1 [Rarely meets]

Comments:

3. Policy Development

- (first objectives)
- (second objective)

Rating:

5 [Always exceeds goals] 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets] 1 [Rarely meets]

Comments:

4. Innovation (projects/initiatives/streamlining)

- (first objectives)
- (second objective)

Rating:

5 [Always exceeds goals] 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets] 1 [Rarely meets]

Comments:

5. Fiscal management

- (first objectives)
- (second objective)

Rating:

5 [Always exceeds goals] 4 [Often exceeds] 3 [Meets goals] 2 [Sometimes meets] 1 [Rarely meets]

Comments:

Andrea Miles, Chair
Jeff Cyr, Vice-Chair
Christopher Geraghty, Clerk
Sarah Etelman
Bruce Forcier

Michael J. Sullivan
Town Administrator

**TOWN OF SOUTH HADLEY
CARRY-IN ALCOHOLIC BEVERAGE POLICY**

This policy applies to establishments that do not presently hold a liquor license under M.G.L. Chapter 138 in the Town of South Hadley and that hold a Common Victualler's license as authorized by M.G.L. Chapter 140. Establishments requesting to be allowed to serve alcohol under the "BYOB" provisions agrees to abide by all legal standards to ensure safe and proper service to patrons in accordance with all the guidelines and laws set forth by MA General Laws; the Alcoholic Beverages Control Commission and the Rules and Regulations of the Town of South Hadley governing establishments pursuant to MA General Laws Chapter 138.

Requirements for submission of an application for a Carry-In Permit:

1. Only establishments which do not hold a liquor license in the Town of South Hadley may apply for a Carry-In Permit.
2. Only establishments which hold a Common Victualler's license in the Town of South Hadley may apply for a Carry-In Permit.
3. The establishment applying for a Carry-In Permit must provide proof that at least one staff member is TIPS certified.
4. The establishment must complete a Business Contact Information form annually and pay an annual fee of \$50 (\$30 for a Common Victualler's License and \$20 for a Carry-In permit) by Dec. 1 prior to the year in which they wish to renew.

Restrictions of the Carry-In Permit:

1. Patrons may carry in Wine & Malt Beverages ONLY.
2. All establishments must post a policy regarding carry-in alcoholic beverages (BYOB) including any limitations on quantity allowed for consumption.
3. No alcoholic beverages are to be consumed by any person under the age of 21 in violation of MA General Laws, Chapter 138, Section 34. It will be the responsibility of the establishment to ensure that patrons who consume alcoholic beverages on the premises are 21 years of age.
4. Alcoholic beverages are not to be consumed on the premises by an intoxicated person.
5. The Selectboard of the Town of South Hadley reserves the right to modify this policy at any time.

Business Contact Information

Corporation Name and DBA: _____

Business Address: _____

Business Telephone Number: _____

Business Mailing Address: _____

Business Venue Capacity: _____

Insurance Provider: _____

Contact Person: _____

Email Address: _____

Andrea Miles, Chair
Jeff Cyr, Vice-Chair
Christopher Geraghty, Clerk
Sarah Etelman
Bruce Forcier

Michael J. Sullivan
Town Administrator

May 17, 2019

Honorable Selectboard;

Please accepted this condensed version of the activities and efforts performed by myself and other municipal employees on behalf of the Town of South Hadley.

Thank you for your patience and support.

Annual Town Meeting: The general consensus in regard to Town Meeting is it did what it was supposed to do - allow the people to have a voice. New and old members alike took their responsibility of representing constituents from their respective precinct earnestly.

The attendance at the reviews and other public meetings in advance, the questions asked via email and Town Meeting Members' attention to material which was sent electronically was a contributing factor to success of the meeting.

It was an interesting collection of perspectives on the topic of initiative petitions related to issues seen as beyond the normal focus of traditional South Hadley Town Meetings, and may be a tocsin of future meetings. I believe this is a fundamental question of policy which will be guided by Town Meeting in the future. There are provisions in the law which rightfully allow subject matter to be brought before the body by petition, but there are those who fear it will affect the attention of TM and move it away from the "business of the town" which has been a mantra for SoHa. I had heard more than once we do not want to become Amherst. I am not sure what that means, so I will leave it to you.



Single-payer health Insurance, regional mosquito control and the feeding of wild animals elicited the greatest debate, sans the zoning articles. There was a lot of great points made on these articles and if nothing else each caused important community dialogue and self-reflection. This comes at an important time as so many are diligently working on a refresh of the master plan.

The coincidence of having this discussion on the first ATM in a long time without the presence of Ed Ryan, who espoused the concept of Town Meeting being purposed for conducting the “business of the town,” was ironic or prophetic or both, but was not lost on many.

Thank you to the Selectboard for your guidance, commitment and encouragement to make Town Meeting productive and professional. It is not always the case in towns across the Commonwealth a Selectboard displays such a level of professionalism. I would also congratulate John Hine for being the Lion’s Club Citizen of the Year and for his inaugural performance as Moderator.

Bynan & Bachelor Benches: You may recall there was a bench dedicated to Lin Pickle near the end of Lyman Terrace near the pond at the Bynan Conservation Area. The bench has disappeared. It was a metal bench dedicated to a long-time Conservation Commissioner by his family. This is most unfortunate and if anyone knows anything about it we ask you to call the South Hadley Police Department and ask for the Detective Bureau. The town and family would appreciate it.

We also found some construction debris left at the Bachelor Brook parking area on two occasions in April, along with the stone benches being toppled there as well. These senseless and expensive acts of vandalism have a chilling effect on initiatives. We have stepped up patrols and are placing temporary hidden cameras in both areas to help stop these unfortunate incidents. Again, please come forward and let us know when you see suspicious activities in neighborhood.

PBE Season: I and my department head colleagues are doing the end of year reviews and getting ready to set new goals for employees for the new fiscal year. I am always impressed by the length and breadth of projects and initiatives the departments are engaged in each year.

While this process can be time consuming and some may regard it as tedious, the benefits are significant. The most import reward for me is by way of the activity I get to know more about the work and challenges of each department. This experience allows me to consider how we may add or subtract from responsibilities born by each department. Each of the departments have such different skill sets it never ceases to amaze me. I am very fortunate to work with so many talented people.

Workmen’s Comp, Injured on Duty: You may recall in a very recent TA report I made mention of the fact ATA Wolowicz and I would be taking a very detailed look at Workmen’s Comp (WC) and the police counterpart Injured on Duty (IOD), and like someone waved a wand the issue has been moved to the top of the pile.

We received notice Cook & Company our Third Party Administrator (TPA) is getting out of the business by July 1. Was it something I said? Truthfully, they had been a great partner and wonderful to work with for the ATA.

We have quickly shifted gears and will have MIIA step in to provide TPA services for both WC and IOD for at least the next year. MIIA has a lot of experience as IOD TPA, but will be relatively new on the very similar WC side of the industry. They have been offering premium-based solutions to WC for decades. This experience and deep understanding of the industry gives them the leg up on applying their industry experience to WC self-insurance communities as the WC administrator.

We will continue to explore the economic and risk viability of a premium based solution to WC and IOD. Presently it still remains a long shot to demonstrate a savings by making a change. We do engage excess or stop-loss insurance to reduce our exposure to large claim risk. That will not change with a new TPA.

Thank you all for your guidance and leadership, it is appreciated.

Respectfully submitted,

Michael J. Sullivan
Town Administrator, South Hadley